My NCBI Help



My NCBI Help

My NCBI saves searches and results, and features an option to automatically update and e-mail search results from your saved searches. My NCBI includes additional features for highlighting search terms, storing an e-mail address, filtering search results and setting LinkOut, document delivery service and outside tool preferences.

What Is My NCBI?

My NCBI is a tool that retains user information and preferences to provide customized services. It allows you to save searches, select filtering options, and set up automatic searches that are sent by e-mail. To use My NCBI, your Web browser must accept cookies and allow pop-ups from NCBI Web pages.

Getting Started

Section Contents

- Accessing My NCBI
- Registering with My NCBI
- Signing In and Out
- If You Forget Your Password
- Changing Your Password

Accessing My NCBI

The My NCBI box appears at the top right of the screen on all databases pages. To display the My NCBI box from the NCBI homepage, choose a database from the Search pull-down menu and click Go.



Registering with My NCBI

- 1 Click on Register in the My NCBI box.
- 2 Enter a username (3 or more characters) and a password (6 or more characters). Usernames and passwords are case-sensitive.
- 3 Choose a security question and answer so you can use them to reset your password if you forget it.

- 4 Below the Security Question, you will see an image with 5 characters. This step is to help us prevent automated programs from registering accounts.
- 5 Enter an e-mail address if you want to receive updates of search results periodically.
- 6 When you provide an e-mail address with your registration, you will need to confirm by clicking on the link that is provided in the confirmation e-mail from NCBI. This email address will be used for both automatic e-mail updates and the Send to Email feature in PubMed.
- 7 After confirming your e-mail address, which you will receive in an email, you can start setting up automatic e-mails for search alerts. More information on automatic emails is provided in Setting Up Automatic E-mail Updates.

Note:

- Only one e-mail address can be associated with each account.
- Record your username, password, and answer to the security question in a safe place for future reference.

Signing In and Out

- 1 Click on Sign In, in the My NCBI box located in the upper right hand corner of http://www.ncbi.nlm.nih.gov/sites/entrez/.
- 2 Enter your username and password.
- 3 Check the Keep me signed in box to automatically activate My NCBI each time you use the databases. You can sign out at any time by clicking on Sign Out in the My NCBI box.

Note:

- A checked Keep me signed box saves your My NCBI preferences on your computer in a persistent cookie file. It will also retain your password so that you do not need to sign in again.
- If the Keep me signed in box is not checked, you will be automatically signed out when you close your Web browser. Additionally, any searches or preferences you set will not be saved.
- If the Remember my username box is not checked, you will need to re-type your username the next time you log into My NCBI.
- Using My NCBI without your username and password means that after eight (8) hours
 of inactivity on PubMed or other databases, all history and preferences will be lost.

If You Forget Your Username

- 1 Click I forgot my username on My NCBI's Sign In page.
- 2 Enter your e-mail address.
- 3 Click Send Reminder.
- 4 An e-mail will be sent to the e-mail address you provided with your username information.

If You Forget Your Password

1 Click I forgot my password on My NCBI's Sign In page.

- 2 Enter your username.
- 3 Click Next.
- 4 Answer the security question.
- 5 You will be instructed to set up a new password.
- **6** Confirm password in the text box for Repeat Password.
- 7 Click Finish.
- **8** Sign into My NCBI with your username and new password.

Changing Your My NCBI Password

- 1 Make sure you are signed in to My NCBI.
- 2 Click on Preferences in the left blue sidebar entitled Table of Contents.
- 3 Click Password under Common Preferences.
- 4 Enter your old and new passwords.
- 5 Click Save.

Saving and Managing Searches

Section Contents

- Saving a Search in My NCBI
- Setting Up Automatic E-mail Updates
- Changing the E-mail Schedule of Your Updates
- Running Saved Searches and Checking for New Results
- Sorting Searches
- Deleting a Search

Saving a Search in My NCBI

- 1 On any database page, run a search—make sure you are signed in to My NCBI.
- 2 Click on Save Search, located next to the search box (**B** in the image below). A new window will open.
- 3 Click Save.
- 4 You will be prompted to set up your automated e-mail preferences at this time. This can be done at a later time.



Note:

- To save a search from the My NCBI home page, run a search by clicking on the link with the number of Saved Searches under My Saved Data. (If you click on the My Saved Data tab on the left side of the page underneath Table of Contents, you will need to click Manage next to Saved Searches, and then on the create some saved searches link.)
- You may use History numbers in your search, however, PubMed processes from left to right so order your search statement numbers with this in mind, or use parentheses for nesting.
- Your saved searches will be listed in the My Saved Data section of My NCBI, which can be accessed by clicking on My NCBI, located at the top right of any major Entrez database page (A in the image above). Searches are grouped per database and listed by the date and time they were saved for the first time.
- Saved searches cannot be edited but they may be changed. See Changing a Search for more details.

Setting Up Automatic E-mail Updates

In most Entrez databases*, when you click on Save Search (**B** in the image above) you are asked if you would like to receive e-mail updates of new search results automatically. Automatic e-mail updates of search results are then sent according to the frequency you selected when saving your search in My NCBI (none, once a month, once a week, or everyday). You can also choose display, format and optional text.

The text, which appears in the body of your e-mail updates, can be used to create a title for your search or any specific information you want. You may enter up to 100 characters for the search title. The name of the saved search will be included in the Subject of your automated e-mail update messages. If you have trouble remembering the name of your original search word or phrase(s), hover over the search term with your mouse in My NCBI's My Saved Data. It will display the original search word or phrase(s).

Automatic e-mail updates can only be sent to e-mail addresses that have been confirmed. See Registering with My NCBI for more information. Automatic e-mail updates that bounce back three times will no longer be sent and the e-mail address will be invalid.

In the rare case of technical problems, updates may miss some citations. Users receiving automatic updates should use the option to link to view complete results to minimize the risk.

*The databases that support e-mail updates are:

PubMed, Protein, Genome, PubMed Central, Taxonomy, SNP, PubChem Compound, PubChem BioAssay, 3D Domains, GEO DataSets, CDD, Structure, NLM Catalog, PubChem Substance, Nucleotide, PopSet, Est, GSS

Changing the E-mail Schedule of Your Updates

To change or create a schedule for a saved search select My Saved Data, click the Saved Searches Manage link, and then click Edit next to the search name.

Click on the Saved Search you want to change. You will be pointed to the same box where you first saved the search and set up the e-mail schedule. You can then change the e-mail schedule or any other settings you want.

To unsubscribe from an e-mail update, click on the link that is provided in the e-mail update sent to you.

Running Saved Searches and Checking for New Results

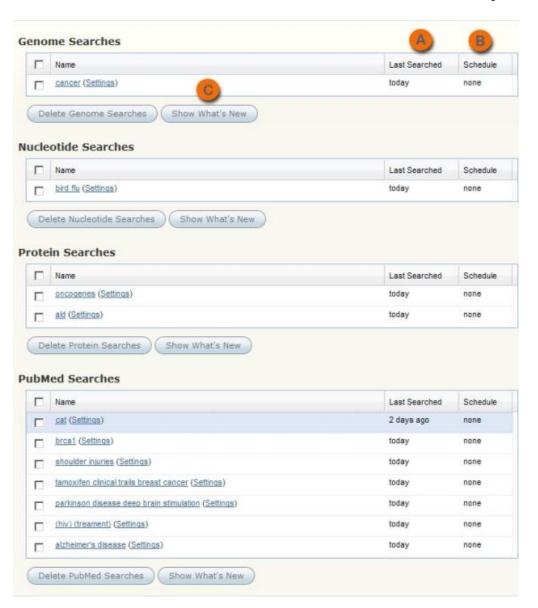
When signed in to My NCBI, click on My NCBI at the top right of the screen. Then click My Saved Data from the blue sidebar and then Manage Saved Searches. Click on the name of your search to run the saved search in its respective Entrez database. This will not change the date displayed in the Last Searched (A in the image below) column.

If you have set up an e-mail schedule for receiving search updates, this information is displayed in the Schedule (B) column. For searches that you have not set up a schedule or which were run in databases that do not offer this feature, you will see none displayed in the Schedule column.

To check for new results, select a search by checking the checkbox and click on Show What's New (C). A hyperlinked number is displayed indicating how many new items were found. Click on this hyperlink to view the new items. This action will update the information in the Last Searched column. If you do not click on the hyperlink to see the new items, the date and time of your search in the Last Searched column will remain the same.

Note:

- Not all databases support automatic updates. In this case, the option Show What's New will not be available.
- Dates and date ranges are not recommended for saved searches.
- In the event an update is not sent out on schedule or is incomplete, the next scheduled update will include the omitted items, if any.
- Click the database searches' column headings to sort alphabetically by name, last searched date, or schedule.
- After running and saving your first Saved Search, you will only need to run and save the search directly in its Entrez database (e.g. PubMed) to add future additional searches.



Sorting Searches

To sort My Saved Searches, click on the column name, and then on the small blue arrow to change the descending or ascending order. The order of the columns can also be changed by drag and drop. Searches can be sorted:

- alphabetically by name
- by date last updated
- by schedule

Deleting a Search

- 1 Go to the My Saved Data section of your My NCBI page. Click on Manage next to Saved Searches.
- 2 Check the box next to the name of the search you want to delete.

3 Click Delete [Database Name] Searches. The button name will include the name of the database.

Changing a Search

Saved searches cannot be edited in My NCBI; save a new search with your changes and delete the old one.

To change a saved search:

- 1 Make sure you are signed in to My NCBI.
- 2 Under My Saved Data; click the name of the saved search you want to change.
- 3 The saved search will run in PubMed without any date limits, and the search will display in the search box.
- 4 From there, you can edit, change or correct the search by making changes in the search text box. Click Go to run the revised search.
- 5 Click the Save Search link next to the search box and follow the steps to save the revised search.
- **6** Delete the old saved search.

Collections

Search results from databases can be saved in My NCBI using the Collections feature.

Section Contents

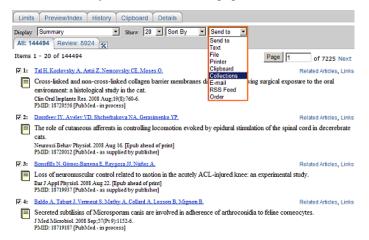
- Creating Collections
- Adding Search Results to Existing Collections
- Viewing Collections
- Sorting Collections
- Viewing Collection Contents
- Deleting Items from a Collection
- Merging Collections
- Renaming Collections

Creating Collections

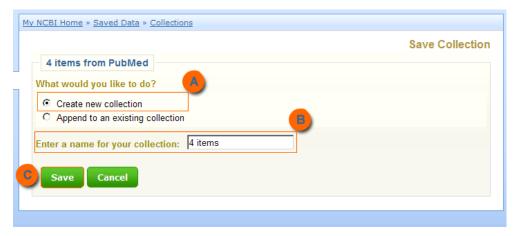
To save search results to a collection:

- 1 Make sure you are signed in to My NCBI.
- 2 Run a search.
- 3 From the search results page, click the check box next to the item number for **items you want to save**; if you do not select any items all results up to 5,000 items will be sent to collections.
- 4 Select Collections from the Send to pull-down menu, as shown in the image below. If there are more than 5,000 citations for a Collection you are trying to create, you will not be able to do so. An automated query will request "The maximum number of records that can be added to a My NCBI Collection is 5,000. Are you sure you want

to save the first 5,000 records to a Collection? Select OK. A new window will open with My NCBI's Collections page.

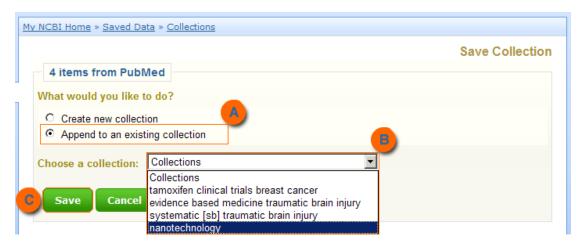


- A Save Collection page will display. Create new collection will be selected by default (A in the image below).
- 6 My NCBI will create a default collection name using the number of items you are saving in the collection (**B** in the image below). You should rename your collection using a short, yet meaningful, title. Be careful when naming Collections. Identical names for different Collections are allowed and may cause confusion.
- 7 Click Save to finish (C in the image below).



Adding Search Results to Existing Collections

To add search results to an existing collection, follow steps 1-5 above under Creating Collections. On the Save Collection page, select Append to an existing collection (**A** in the image below). The window will change to display a "Choose a collection" pull-down menu with your collections listed (**B** in the image below). Choose the collection you want to add items and click Save (**C** in the image below).



Viewing Collections

From My NCBI Home, click on the hyperlink with the number of Collections. This will display the Collection search results in its database. You may also display a Collection search by clicking the Collection's name in My Saved Data. Make sure you are signed in to My NCBI. Additionally, if you are Editing a Collection, a quick way to access the search results is to click on the magnifying glass icon located on the Actions toolbar.

Like saved searches, saved collections will be grouped by database.

From this screen, you can sort your collections, view Collection Details, or view the Collection in its source database.

Click the check box on next to Name to select all Collections.

Click Edit to view collection contents, change the name, or delete individual items within a collection.

Sorting Collections

To sort Collections, click the descending or ascending arrow next to the column headings on the Collections screen. A blue arrow indicates the currently selected sort option. Collections can be sorted:

- alphabetically by name
- by date last modified
- by number of items in the collection

To view the Collection's results, click on the Collection Name and it will appear in its respective database.

PubMed Collections

My NCBI Home » Saved Data » Collections

	Name	Last Modified	Items
	2 items (Edit)	27 days ago	2
	tamoxifen clinical trials breast cancer (Edit)	today	2
	systematic [sb] traumatic brain injury (Edit)	today	500
	nanotechnology (Edit)	today	500
	Merged Collection (Edit)	20 days ago	2
-	cri-du-chat syndrome article (Edit)	today	500

Deleting Items from a Collection

To delete items from a collection, click on the Collection Name of the collection under the Name column on the Collections. Click the checkbox next to items you want to delete and click the Red X icon.



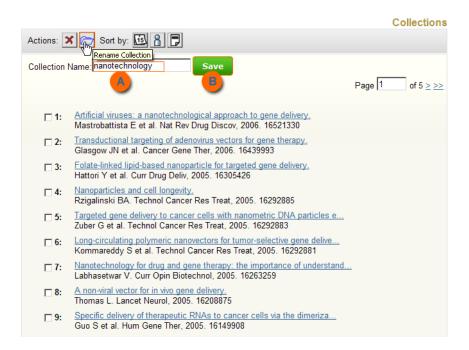
Merging Collections

To merge Collections, select the Collections you want to merge by clicking the checkbox next to the Collection name on the Collections screen. Click the Merge PubMed Collections button. You will see the Merge Collections screen. Name the merged Collection using a short, yet meaningful, title.

To remove the original, separate Collections, click the checkbox next to Delete collections being merged? If you would like to keep the original Collections in addition to the newly Merged Collection, remember to select Keep them. Click Merge Collections button.

Renaming Collections

To change the name of a Collection, make sure you are in the My Saved Data section of My NCBI. Click the Collections Manage link. Then click on the Edit link next to the Collection Name you would like to rename. Click on the blue Folder icon next to Actions at the top (as shown in the image below). Enter the new name for the Collection (**A** in the image below). Then click Save (**B** in the image below).



My Bibliography

My Bibliography and Other Citations are available to save your PubMed citations using a search template. Whether you are an author and want to populate your papers from PubMed, or you are user who would like to populate searches by author, utilize My Bibliography to easily access these citations.

To populate My Bibliography with author-specific papers, make sure you are signed in to My NCBI so that your preferences are saved with your username.

- 1 Make sure you are in the My Saved Data section of My NCBI.
- 2 Click on the link My Bibliography. Click add items. You may also click on the blue plus icon.
- 3 Enter author name and any other information to help filter your results. Click go.
- 4 Review the list of citations and use the check boxes to select your papers. Click Add to My Bibliography.

Note:

- To add additional citations since the last time you updated your Bibliography preferences, click the blue plus icon on the My Bibliography Actions bar.
- To quickly view your My Bibliography citations in PubMed, select My Bibliography from the My Saved Data section in My NCBI. Click on the magnifying glass icon from the Actions toolbar.
- Use the Other Citations link in My Saved Data to create additional bibliography searches.

Using Preferences

The My NCBI Preferences can be found in the blue sidebar of the My NCBI page (to see the My NCBI blue sidebar, click on My NCBI located at the top right of any database page). My NCBI Preferences currently allows you to change the display of the links menu, update your e-mail address for automatic search updates, activate search term highlighting, and select a single citation display format in PubMed.

Section Contents

- Changing the Display of the Links Menu
- Changing Your E-mail Address
- Highlighting Search Terms in PubMed Searches
- Setting the PubMed Single Citation Display Format
- Save Shared Settings

Changing the Display of the Links Menu

Users can change the display of the Links menu on any results page. To learn about Links, see the Entrez Help Document. To change the display format of the Links menu, click on Links Display located in the Preferences section of My NCBI. Select your preferences and save. The available formats are:

- Plain Links: Displays links as separate selections.
- Pop-up Window: Opens a separate small window with link selections.

Changing Your E-mail Address

To change your e-mail address for receiving e-mail updates:

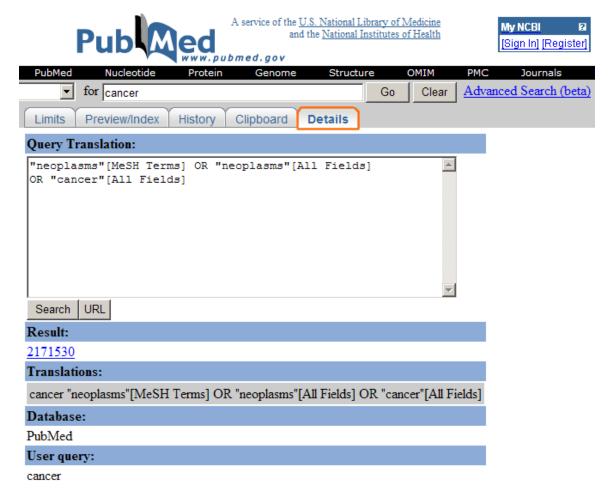
- 1 Click Preferences on the My NCBI sidebar.
- 2 Click on E-mail Address.
- 3 Enter an e-mail address.
- 4 Click Save. A new confirmation e-mail will be sent to you.

Highlighting Search Terms in PubMed Searches

You can choose to have your search terms highlighted in retrieved database records. By default this option is off, but you can pick one of the ten colors available in Highlighting section of My NCBI Preferences to have your search terms highlighted.

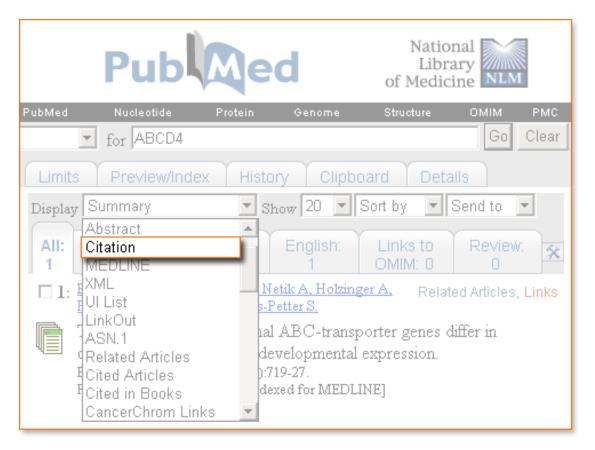
You see terms other than the one(s) you have used in your query highlighted. For example, if you search PubMed using the term cancer, you will also find citations with the term neoplasm highlighted. That is because Entrez has a dictionary of synonymous terms, such as cancer and

neoplasm that are equally considered when you search a database using one of them. To find out what synonymous terms PubMed has considered in your search, check details as shown in the image below.



In some cases, you will retrieve PubMed citations that have no highlighting in its abstract, which means that neither the search term nor a synonymous word was found in the abstract of the article. However, terms that appear as MeSH (Medical Subject Headings) terms or Substances on a record will be highlighted in the citation format of the record. For example, a search in PubMed with the term ABCD4 retrieves, among others, the following record that does not have the term ABCD4 (or any synonymous term) in its abstract: The four murine peroxisomal ABC-transporter genes differ in constitutive, inducible and developmental expression.

If you check the citation format by selecting Citation from the Display menu (see image below), you will see that the term ABCD4 appears in the record.



Note:

MeSH is the National Library of Medicine's controlled vocabulary thesaurus. It consists of sets of terms naming descriptors in a hierarchical structure that permits searching at various levels of specificity. Click here for more information on MeSH terms.

Setting the PubMed Single Citation Display Format

When a PubMed search returns multiple citations, the results display in the Summary format. From the Summary format, a click on the author name(s) or the icon to the left of each citation takes you to the AbstractPlus format for the single citation. You can change the default display format for a single citation by selecting a new format from the PubMed Preferences; Single Citation Display page.

Save Shared Settings

Located in the Common Preferences section, the Shared Settings option allows users to set Document Delivery settings, Filter settings, Highlight settings, and Outside Tool settings all at once instead of having to set these options separately.

This is an option that institutions can utilize in order to have all of their users access the Entrez databases with the same settings from one URL. Shared Settings eliminates the need for each individual having to sign up for an account, or to minimize users from signing in and out from their accounts.

Working with Filters

Section Contents

- The Filter Display
- Setting Up Your Filters

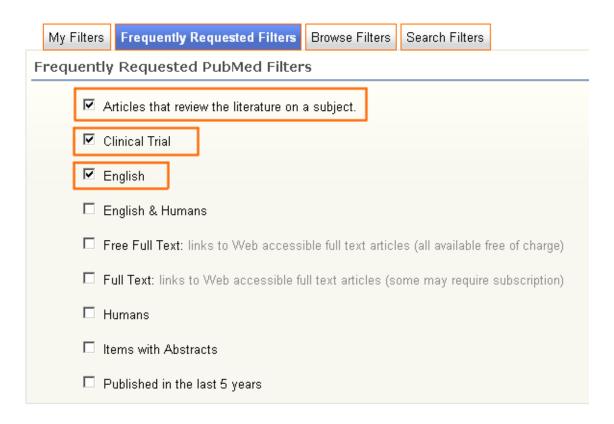
The Filter Display

Search results are grouped into subsets by filters. For example, in PubMed, filters can be used to group results into reviews, or clinical trials, among other choices. In My NCBI, you can select your favorite filter to be active every time you run a search. In the figure below, three filters have been activated: Clinical Trial, English, and Review. Filtered results with their respective counts are displayed as result tabs, next to the All tab, which contains the complete list of records retrieved in each search. In the example below, a search in PubMed with the term *cancer* has generated 1,675,581 citations (that are all included in the All tab), of which 58,865 are grouped in the Clinical Trial result tab; 1,269,872 are in English; and 185,670 citations are in Review. Up to five filters are allowed per database.

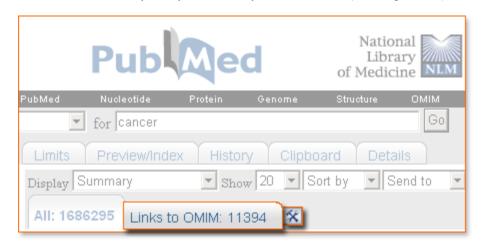


Setting Up Your Filters

To set up your filter selection, click on Search Filters in the sidebar of the My NCBI screen. Choose the database in which you want to set your filter preferences and select the filters you want to use. My NCBI has a list of commonly requested filters (Frequently Requested Filters), but other filters are also available (see image below).



In Browse Filters, you can browse a list of filters that is divided in three categories: LinkOut, Links, and Properties. LinkOut and Properties are divided into subcategories that might include additional subcategories. Records that have links to resources provided by outside organizations can be grouped using LinkOut (more on LinkOut). Records that have links to other Entrez databases can be grouped using Links. For example, you can select Links to OMIM to create a result tab that groups all records retrieved in a search that have links to OMIM. The result tab is active every time you search any Entrez database (see image below).



Properties groups records according to specific criteria such as language, gender, age group, or publication date.

Simply click on the Properties Subcategories you are interested in then on each appropriate checkbox and the filter is automatically generated. In the case of LinkOut and Properties, you can choose to have either a single filter added to your search results or an entire category or subcategory.

If you know the name of the filter you are interested in, you can search for filter names and descriptions using the Search Filters tab. To see your active filters and icon settings, check My Filters.

Some databases have a default set of result tabs that are active whether you have a My NCBI account or not. Default filters can be replaced by your filter selection, which can also be accessed and changed from all Entrez results pages. When on a results page, look for an icon showing a tool icon displayed to the right of the filter tabs (see also the image above). A click on this icon will point you to the filters box in My NCBI.

Using My NCBI to Set Up LinkOut

LinkOut is a feature that links individual records retrieved in a search to a variety of external resources, such as full-text publications, biological databases, consumer health information, and research tools. The available links are supplied by outside providers interested in linking their resources to NCBI databases. Not every database record has links to external resources.

To set up LinkOut, start by selecting Search Filters (from the Table of Contents sidebar) in the same way you would set up any filter, as explained in the previous section. Select the database in which you want LinkOut to be displayed. You can either browse or search the list of available external resources.

To search the list, enter the name of a provider in the search box. Then click Search. The name of the provider, if available, will be displayed in the Results Section. You can click on the (website) of the provider for more information.

As explained earlier, there are three types of available filters; LinkOut is one of them.

Under the name of the provider in the Results Section are two possible selections. Although these two possibilities are shown regardless of the database you have selected, the Add as a link icon is only available to users of PubMed. In any other database, LinkOut can only be displayed as a result tab. The link icon display might be available in other Entrez databases in the future.

The image below shows LinkOut displayed as link icons, available in PubMed only.



You can also use My NCBI to browse a list of available external resources and providers. To do this, start by selecting Saved Filters in My NCBI, as explained previously. Select the database in which you want LinkOut to be displayed. Click on Browse Filters and select LinkOut. Choose a subcategory of LinkOut and proceed as described in the beginning of this section. Remember that the icon display is available only to users of PubMed.

You can also choose to have LinkOut icons included in your automatic e-mail updates of searches done in PubMed (to learn about automatic e-mail updates, see Setting Up Automatic E-mail Updates). To do this, select Abstract as the display format for your e-mails when setting up your search alert. If available, all LinkOut icons that you have selected in My NCBI will be included in your e-mail alerts, together with your PubMed search updates.

For full documentation help on LinkOut, visit http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=helplinkout.chapter.Public.

Other Resources at My NCBI

Section Contents

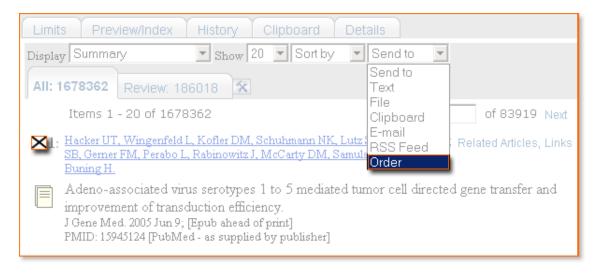
- Document Delivery
- Outside Tool

Document Delivery Service

Document Delivery Service (DDS) is a feature of PubMed that allows you to order articles described in PubMed citations from an institution of your choice. By default, orders are sent to Loansome Doc, the document delivery service of the National Library of Medicine. To change the DDS for your orders, click Preferences in the My NCBI sidebar and then choose a service from the list of institutions found the Document Delivery link. After you have made your selection, your orders will be sent to the selected institution.

Please note that Document Delivery Service providers may restrict the service to affiliated users or may charge for document delivery.

To order documents, click the checkbox next to the article(s) you want to order. When you are ready to order, select Order from the Send to pull-down menu, as shown below. You will be directed to the Document Delivery Service form.



You can mark several citations to be included in a single order. Alternatively, before ordering all your selections, you can save them temporarily in the Clipboard. To send your selections to the Clipboard, proceed as usual but select Clipboard from the Send to pull-down menu, instead of Order. When you have decided what articles you want to order, click the Clipboard tab. In the Clipboard, you do not need to check the articles you want to order but you do need to check the ones you do not want. To remove unwanted articles from the Clipboard, select Clip Remove from the Send to pull-down menu. When you are ready to order, select Order from the Send to pull-down menu. You will be directed to the Document Delivery Service form. Complete the requested information.

Your DDS selection is active only while signed into My NCBI. When you sign out, the DDS default choice is restored. Document delivery services sponsored by some institutions might be available only to users of that institution. Some institutions may also charge a fee for their services.

Outside Tool

Outside Tool allows libraries to add a link from PubMed citations to a link resolver available at their institution. These links are displayed as icons in PubMed's Abstract, AbstractPlus, and Citation displays (see image below).

1: <u>Science.</u> 2005 Jun 10;308(5728):1589-92.

Uterine fibroids: the elephant in the room.

Walker CL, Stewart EA.

Department of Carcinogenesis, University of Texas and MD Anderson Cancer Center, Park Road 1C, Smithville, TX 78957, USA.

Uterine fibroids (leiomyomas) have historically been viewed as important chiefly as the major indication for hysterectomy. As new therapies are developed, the heterogeneity of this disease becomes therapeutically relevant. An awareness of the role of genetics, the extracellular matrix, and hormones in tumor etiology is key to understanding this disease.

PMID: 15947177 [PubMed - indexed for MEDLINE]



When you click on the icon, you are directed to the available services for that citation offered by the sponsoring library. These services might include access to electronic full text or information on local print holdings.

To turn on an Outside Tool, click on Preferences on the My NCBI sidebar and then click Outside Tool. Select an institution from the available list and click Save; the selected icon will display in PubMed's Abstract, AbstractPlus, and Citation formats. To learn how to change the display format of your results, see the Entrez Help Document.

Keep in mind that most Outside Tools are fully accessible only to individuals affiliated with the sponsoring institution.

For more information on Outside Tool, visit http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=helplinkout.section.related.Outside Tool.

Tutorials

Several tutorials are available on how to use My NCBI with PubMed.